

BY-LAWS OF FAMILY SERVICE BUREAU OF NEWARK, NEW JERSEY

Revised June 6, 1946 and June 8, 1947 and
Revised and Adopted at Annual Meeting May 24, 1962

ARTICLE I. BOARD OF TRUSTEES

Section 1. The Officers of the Society shall also be the Officers of the Board.

Section 2. The Board may fill vacancies occurring in its own body, to serve for unexpired terms.

Section 3. The Board shall meet monthly except in July and August.

Section 4. The Board shall appoint an Executive Secretary who shall serve at the pleasure of the Board. It shall prescribe his duties and fix the ranges within which all compensation and salaries for services shall be paid.

Section 5. Ten (10) members present shall constitute a quorum.

ARTICLE II. EXECUTIVE SECRETARY

The Executive Secretary shall also be the Secretary of the Society. He shall be the responsible executive head of the Society and shall have direct charge of all its activities, under the orders of the Board. He shall be the advisory member ex officio of all committees, and shall be entitled to all the privileges of membership except that of voting.

ARTICLE III. COMMITTEES

Section 1. COMMITTEES OF BOARD

- (1) The Executive Committee
- (2) The Finance Committee
- (3) The Nominating Committee
- (4) The Personnel Committee
- (5) The Public Relations Committee
- (6) The Constitution & By-Laws Committee
- (7) The Social Issues Committee
- (8) The Case Committee

The Executive Committee shall consist of the officers of the organization and such other directors appointed by the President, preferably the six Standing Committee Chairmen. The Executive Committee shall have all the power and act for the Board in the interval between Board meetings.

The Finance Committee shall consist of at least five and not more than eight members of the Board. It shall serve as an advisory committee to the Treasurer in planning of the Agency's finances and budgeting and will be charged with the specific responsibility of investing the funds of the Agency. With the assistance of the Executive Director and through the Treasurer, it shall submit an annual budget to the Board for its approval.

The Nominating Committee shall consist of not less than six Trustees, to be appointed by the President and approved by the Board, and shall present to the Board for approval the names of all candidates for Board Membership, subject to nomination at the Annual Meeting. At the first meeting of the Board following the Annual Meeting, the Nominating Committee shall present to the Board, nominations for officers of the Society. The Committee shall likewise nominate and present to the Board, nominations for officers whose terms are vacant for any reason.

The Personnel Practices Committee shall consist of at least five but not more than eight Trustees, and may include in addition at least two professional staff members. Its duties shall include: review from time to time the statements of the Personnel Practices and prepare recommendations for their revision whenever necessary; participation in the determination of salary ranges, serve as a consultant to the Executive Director whenever indicated, on all matters concerning personnel; selection of nominees for the position of Executive Director with the provision that only Board members on the committees participate in such a selection.

The Public Relations Committee shall consist of not less than three and not more than five members. Its major function shall be the developing and carrying through a sustained program of interpreting agency services to the community; shall also be responsible for any other matters in the area of public relations and related activities that will enhance the image of the Agency.

The Constitution & By-Laws Committee shall consist of at least three and not more than five, who must be members of the Board of Trustees. It is their function to periodically review the Constitution & By-Laws of the Agency and bring them up-to-date if necessary.

The Social Issues Committee shall consist of no less than five and no more than ten members, the majority of which must be members of the Board of Trustees. It is the function of the Social Issues Committee to be cognizant of the laws and social problems that will affect people within the community in which we function. It is further the responsibility of the Social Issues Committee to study such laws and make the appropriate recommendations to the Board of Trustees for action on their part.

The Case Committee shall be composed of not less than six and not more than ten members of the Board of Trustees, who will be responsible for reviewing the work of the Agency, establishing and setting a fee scale that will be of assistance to the Executive Director and staff; will be responsible for evaluation of success of the program in relationship to services rendered; will be responsible for controlling the expansion of casework services and services of the Agency. The Committee will also be responsible for making known to the Board of Trustees at any regularly scheduled meeting, its interpretation of the Agency's

professional work; and also consider and evaluate casework standards and problems that arise out of the casework function of the Agency. The Case Committee may also include at least two professional staff members, appointed by the Executive Director.

ARTICLE IV. CONTRIBUTIONS AND FUNDS

Section 1. Contributions to any and all funds of the Society shall be paid to the Treasurer or to such persons as may be designated by the Board of Trustees.

Section 2. Disbursements shall be made only under the direction of the Board upon approved vouchers, attested by the Executive Secretary and signed by such officers as the Board may designate.

Section 3. The Treasurer or such other persons as may be designated to receive or disburse funds shall report all such receipts and disbursements at such time and in such manner as may be prescribed by the Board of Trustees.

Section 4. Legacies and other gifts not designated for a specific purpose shall be placed in an endowment fund, and only the income therefrom shall be used for current expenditures; provided, however, that if in the judgment of two-thirds of those present at any regular or special meeting of the Board of Trustees, at which a majority of the Board shall be present, and an emergency has arisen, such majority may direct the sale, pledge or other disposition thereof for current expenditures.

Section 5. The fiscal year shall begin on January 1st.

ARTICLE V. AMENDMENTS

These By-Laws may be amended by a two-thirds vote of those present at any regular or special meeting of the Board, provided that a majority of the Board be present and that not less than five days' previous notice of the proposed change has been given.